



AGRICULTURAL SERVICE BOARDS
LEGISLATION & PROGRAM ADMINISTRATION

2017

Alberta 
Government

**Association of Alberta Agricultural Fieldmen
Agricultural Service Boards
Alberta Agriculture and Forestry**

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Table of Contents

ORIENTATION

Course Orientation	i-iii
Competencies	
Time Commitment	
Submitting Assignments	
Course Schedule	
Learning Materials	
Evaluation	
Participation	
Exams	
Student Evaluation of the Course	

INTRODUCTION

History of Agricultural Service Boards.....	1
---	---

Appendix	8
-----------------------	---

MODULE 1

AGRICULTURAL SERVICE BOARDS

Roles and Responsibilities of the Agricultural Service Boards	17
Factors that Would Influence a Council to Form or Support an ASB	17
Legislated Duties of Agricultural Service Boards.....	19
Connection to Municipal Council.....	20
Extending Beyond Local Jurisdictions	21
Qualitative Socio-Economic Impacts.....	24
Quantitative Socio-Economic Impacts.....	27
Quantitative Estimates of Socio-Economic Employment Impacts	28

REFERENCES	30
-------------------------	----

Written Assignment	26
---------------------------------	----

MODULE 2

AGRICULTURAL SERVICE BOARD ACT.....

ASB Member Criteria	32
Pros and Cons of Councillor versus Members-at Large	34
Appointing Additional Advisory Committees	37
Role of the Agricultural Fieldman on the ASB	38
Agricultural Fieldman's Responsibilities.....	43
Non-Regulatory Duties	44
Role of the Minister's Representative	47

REFERENCES	48
-------------------------	----

Written Assignment.....	34
--------------------------------	-----------

MODULE 3

BUSINESS PLANNING

Business Planning.....	49
Components of an Agricultural Situation Statement	50
Developing a Strategic Business Plan	51
Business Planning Model	52
Components of a Business Plan.....	54
Vision	55
Mission.....	56
Values	58
Collecting and Prioritizing Agricultural Issues	59
Developing Goals, Strategies and Actions	61
Goals	61
Strategies	62
Actions	64
Performance Measures and Targets.....	65
Adoption of the Business Plan	70

REFERENCES	72
-------------------------	-----------

APPENDIX	73
-----------------------	-----------

Written Assignment.....	71
--------------------------------	-----------

MODULE 4

WEED CONTROL ACT

Powers of the Inspector, Individuals and Government.....	86
Failure to Appoint Inspectors or Properly Enforce the Act.....	89
Issuance and Delivery of Notices, Orders or Other Documents.....	89
Establishing a Deadline for Compliance.....	91
Serving the Notice (Part 6, Section 24)	93
Dealing with Non-Compliance.....	94
Follow-up Measures	94
Components for Managing Designated Weeds.....	95
Effective Enforcement Component	96
Issuing a Minister's Notice	97
Laying a Charge	97
Recovery of Expenses.....	98
Options and Process for Appeals (Part 3)	99
Bylaws under the Weed Control Act.....	100
How Seed Cleaning Facilities Relate to Weed Control.....	101
Contravention of the Weed Control Act or Regulation	103
Notification of Report to Authorized Person	103

REFERENCES 104

APPENDIX 105

Written Assignment..... 94

MODULE 5

AGRICULTURAL PESTS ACT

Pests and Nuisances..... 121
Powers of the Inspector, Individuals and Government..... 123
Failure to appoint inspectors or properly enforce Act..... 126
Procedure for Issuance and Delivery of Notices..... 126
Serving the Notice..... 127
Dealing with Non-Compliance 127
Follow-up Measures 127
Issuing a Stop Order..... 128
Laying a Charge 130
Recovery of Expenses..... 130
Options and Processes for Appeals..... 131
Appeal Committees and Levels of Authority..... 132
Bylaw under the Agricultural Pest Act 132
Forms Used Under the Pest and Nuisance Control Regulations..... 133
Pest Infestation Tag (Form 1) 133
Notice to Control Pest (Form 2) 133
Permit to Plant from Non-Certified Potatoes (Form 5) 135
Permit to Purchase, Keep or Sell Rats (Form 6) 135
Permit for Coyote and Skunk Control on Another Person’s Land (Form 7) 135
Permit to Use Coyotes/Skunk Control Material or Devices on own land (Form 8). 135
Permit to Destroy Coyote Using Dogs (Form 9) 136

REFERENCES 138

APPENDIX 139

Written Assignment..... 134

MODULE 6

RISK ASSESSMENT PRINCIPLES

Weeds in you Municipality..... 201
Environment 202
Local Activities and Traffic 204
Public Awareness 205
Risk Assessment/weed Programming 205

Risk Assessment – CFIA	207
Summary of Key Areas to Consider	209
Pests in Your Municipality	211

REFERENCES	214
-------------------------	-----

APPENDIX	215
-----------------------	-----

Written Assignment	208
---------------------------------	-----

MODULE 7

SOIL CONSERVATION ACT

History of Soil Conservation	230
Erosion and Soil Degradation.....	234
Soil Conservation Research on Wind and Water Erosion	236
Other Forms of Soil Degradation	237
The Soil Conservation Act	239
Powers of the Inspector, Individuals and Government	239
Issuance and Delivery of Notices, Orders or Other Documents.....	243
Dealing with Non-Compliance.....	244
Options and Process for Appeals	246
Rules and Procedures Governing Hearing of Appeals	246
Decision of the Appeal Committee	248
Bylaws under the Soil Conservation Act.....	249

REFERENCES	256
-------------------------	-----

APPENDIX	257
-----------------------	-----

Written Assignment	243
---------------------------------	-----

MODULE 8

OTHER REGULATORY CONSIDERATIONS

Municipality Involvement in Other Agricultural or Environmental Legislation.....	263
Agricultural Operation Practices Act (AOPA)	263
Environmental Protection and Enhancement Act (EPEA).....	264
Stray Animals Act.....	269
Animal Health Act.....	270
Animal Welfare	272
Alberta Society for the Prevention of Cruelty to Animals (ASPCA) and the Animal Protection Act (APA)	272
Alberta Livestock Protection System (ALPS).....	274
Agricultural Service Board Act	275

REFERENCES	280
APPENDIX	281
Written Assignment	279

Course Orientation

Legislation and Program Administration is a course that will enhance your understanding of how Agricultural Service Boards originated and their current role and impact in the agricultural industry. This course will also emphasize your duties and responsibilities as an Agricultural Fieldman within the operation of the Agricultural Service Board.

The administrator reserves the right to amend this document and will keep you informed of any changes. At the same time, please keep the administrator informed of circumstances that may impede your participation or completion of course activities as we cannot accommodate special circumstances if we are not aware of them.

Competencies

After completing this course, you will be able to:

- Describe the roles and responsibilities of the Agricultural Service Board (ASB).
- Apply selected sections of the *Agricultural Service Board Act* to the structure and operation of the Agricultural Service Board.
- Identify the steps involved in developing an ASB business plan.
- Apply the ASB business plan to issues in your local municipality.
- Apply the *Weed Control Act* to issues in local municipalities.
- Apply the *Agricultural Pests Act* to issues in local municipalities.
- Complete a risk assessment analysis to assist with implementing enforcement programs for weeds and pests.
- Apply the *Soil Conservation Act* to issues in local municipalities.
- Apply other regulatory considerations to ASB program.

Time Commitment

As a student, you will require a great deal of persistence and self-discipline. By keeping on top of your course work, you will save yourself from much of the stress associated with exams, assignments and course deadlines. The course is approximately 14 weeks long and you cannot allow yourself to fall behind as you will have very little time to catch up again. There will be two webinars; one for introducing the course and the other one for revising the midterm exam. You should expect to spend a minimum of 4 to 6 hours per week. The majority of this time will be spent on completing assignments. If you are having difficulties, encounter a problem or simply need further support don't hesitate to contact the administrator. Our goal is to see you succeed and we are dedicated to work with you to achieve this.

Submitting Assignments

Assignments for each module are due on every Friday beginning on February 17, 2017. You have one week to complete each assignment. Before submitting any assignments via email, make a copy in case the original is damaged or lost. Be sure to indicate the **course title, the assignment number, as well as your name and municipality**. Submitting assignments after the deadline may result in a deduction in your assignment grade.

Course Schedule and Assignment Due Dates

Date	Activity
January 30	Initial course materials sent to course participants
January 30 - February 3	Introduction & History of Agricultural Service Boards
February 3	Introductory – course orientation Webinar
February 6-14	Module 1: Roles and Responsibilities of the Agricultural Service Boards
February 17	Assignment 1.1 due
February 17-24	Module 2: Agricultural Service Board Act
February 24	Assignment 2.1 due
February 24- March 7	Module 3: Business Planning
March 10	Assignment 3.1 due
March 6-10	MIDTERM WEEK
March 10	MIDTERM DUE
March 13-17	Module 4: Weed Control Act
March 17	Midterm revision webinar
March 17	Assignment 4.1 due
March 20-24	Module 5: Agricultural Pests Act
March 24	Assignment 5.1 due
March 27 – April 7	Module 6: Risk Assessment Principles
April 7	Assignment 6.1 due (6.2, 6.3, & 6.4 ungraded assignments)
April 10-19	Module 7: Soil Conservation Act
April 14	Assignment 7.1 due
April 17-21	Other Regulatory Concerns
April 21	Assignment 8.1 due
April 24-28	FINALS WEEK
April 28	FINAL EXAM DUE
May 5	Course Evaluation Due

Learning Materials

You will receive the course modules starting January 30, 2017. In addition to the modules, other reading materials may be made available to you through e-mail. Feel free to begin reading materials as soon as you receive them.

Evaluation

Your ability to apply the strategies and approaches presented in the course will be demonstrated when completing written assignments. You will be required to achieve an overall average of 70% to pass the course. Activities within the course manual include:

- **Learning exercises** are not to be submitted for grading, but often furnish the basis of the questions that may be related to exam questions.
- **Assignments** shall be submitted and graded, except the 3 ungraded assignments in module 6. Completed assignments will be scanned and emailed back to pam.retzloff@gov.ab.ca. Participants will be notified of their assignment marks via e-mail.

The course will be graded as follows:

- 40% assignments
- 25% midterm
- 35% final exam

Exams

The midterm and final exam may be written in your office or at home. Please arrange a time and place to write the exam any time during the exam week scheduled. Exams will be open book format. Exams will be emailed and can be printed and completed by hand. Scan completed exams and email them back to pam.retzloff@gov.ab.ca. Participants will be notified of their exam marks by e-mail.

Student Evaluation of the Course

You will be asked to complete an evaluation at the conclusion of the course. The evaluation will be sent to you via e-mail.

History of Agricultural Service Boards (ASBs)

From concept to reality: 1944-2013

Agricultural Service Boards (ASBs) are unique to North America. In 2015 ASBs celebrated 70 years of continuous service to producers in Alberta.

During the 1920s and 1930s, agriculture was developing rapidly and new issues were being dealt with. Provincial specialists began to feel overwhelmed, but by the 1940s, they realized that the municipalities were closest to the problem and could deal with requests or issues more quickly than provincial inspectors. In 1943, the M.D. of Conrich, currently called Rocky View County, and the County of Red Deer joined forces and initiated a trial project where special agricultural committees were set up. Each committee consisted of two councilors, two farmers and the district agriculturist. These committees operated with partial funding from Alberta Agriculture. As a result of the success of this agricultural committee, a resolution was passed at the municipal districts convention in Calgary, in November 1944. The resolution read:

"Be it resolved that this conference endorse and recommend the establishment of ASBs in all municipal districts, such boards to be similar to personnel and objectives as the one established in the M.D. of Conrich No. 220 and now in operation and that legislation as may be considered necessary be enacted by the Legislature to authorize the formation of such boards and to designate their powers."

In response to the 1944 resolution, the *ASB Act* was drafted and passed Alberta Legislation in the spring of 1945. The Act assigned specific duties and powers to both municipal and provincial partners, while encouraging a cooperative and coordinated effort in the development of agricultural polices and programs that were of mutual benefit. Rural municipalities responded to the new legislation in accordance with agricultural needs and available budget. From 1945-1947, activities under the *ASB Act* focused on weed and brush control, and soil conservation. As years passed, the role of the ASB expanded to include a variety of programs to service the agriculture industry. Examples of programs added included:

1945 - 1950

- Focus on the control of new weeds such as wild mustard and Canada Thistle to prevent spread. Efforts included plowing down infested fields and hand-pulling.
- Increase awareness of soil conservation by dealing with erosion problems, which occurred as a result of the dry conditions in southern Alberta and the use of the plow.

1950 - 1960

- Roadside seeding and weed control to prevent weed spread onto adjacent farmland and to reduce roadside hazards.
- Tree planting and the establishment of shelterbelts to further increase soil conservation efforts.
- Forage seed distribution to encourage farmers to seed grass on lands susceptible to erosion.
- During this time the County of Camrose became the first county to use a municipal seed cleaning plant to reduce weed seed content in seed grain. Following its success, Alberta Agriculture agreed to cost share the construction of seed cleaning plants in other municipalities.
- Initiation of the rat program within identified risk areas along the Alberta-Saskatchewan and Alberta-United States border.
- Development and implementation of livestock improvement programs for control of livestock diseases such as tuberculosis, bangs (*Brucellosis*) and warbles.
- Working with livestock owners on the control of predators such as coyotes.
- Implementation of a rabies control program.
- Agricultural equipment was made available to farmers on a rental basis.
- Development and implementation of drainage projects.

1960 - 1975

- Use of hydroseeding for seeding and reclamation of roadsides.
- Increased role in plant disease control projects in 1966 with the bacterial ring rot program
- Continued involvement with the control of insect pest outbreaks, such as the implementation of a special spray program for the Bertha armyworm outbreak in canola crops.
- Demonstration projects for control of dryland salinity and improvement of solonchic soils.

1975 - 1990

- Pesticide container collection sites became common.
- Blackfly program implemented in 1981, when blackflies were identified as a serious threat to cattle.

1990 - 2015

- Variety of special projects such as fumigation of straw bales, clubroot awareness, etc.
- Environmental projects.
- Sustainable agriculture initiatives including support for Environmental Farm Plans and the Alberta Environmentally Sustainable Agriculture Program (AESAP).
- Monitoring for various pests such as *Fusarium*, clubroot and grasshoppers.
- Begin transition from awareness of weeds to invasive species.
- GPS mapping of spraying.
- Implementation of a Wild Boar at Large Pilot Program.
- Awareness of the Freedom of Information and Protection of Privacy (FOIP) Act. Municipalities reviewed the Acts they enforce in relation to this Act.
- Implementation of the “new” *Weed Control Act*.
- Age verification and premise identification.
- Cooperatively work with ARD to develop key contacts for all ASBs.
- Increasing awareness of the impacts of aquatic invasive species.
- Experimenting with use of “drones” to assist with inspection programs.

As the impact of the ASBs on agricultural activities grew, so did the number of ASBs throughout the province of Alberta. Currently there are 70 ASBs operating under the legislation of the *ASB Act*. The following Table shows the annual growth in the number of boards from 1944 to 2010.

INTRODUCTION

Table I.1

Annual Growth in the Number of ASBs Established Since 1944.

Year	No.	Boards Established	Year	No.	Boards Established
1944	1	MD of Rocky View (<i>Conrich</i>)	1966	58	ID #23 High Level
1945	14	Counties of Red Deer, St. Paul, Beaver, Camrose, Grande Prairie, Lamont, Smoky Lake, Parkland, Lacombe; MDs of Sturgeon, Foothills, Kneehill, Starland	1967	59	ID #16 Valleyview
1946	24	Counties of Paintearth, Minburn, Wheatland, Two Hills, Wetaskiwin, Leduc, Strathcona, Mountain View; MDs of Pincher Creek, Wainwright	1968-70	60	ID #18 Lac La Biche (plus Bonyville #18)
1947	28	Counties of Vermilion River, Athabasca; MDs of Westlock, Bonnyville	1971-72	61	ID Fort Assiniboine
1948	29	MD of Cardston	1974-83	64	ID #18 Bonnyville; Special Areas #2, 3 & 4 split into 3 ASBs
1949	30	ID #19 Wanham	1984-86	66	ID #17 Slave Lake, MD of Acadia
1950	31	ID #22 Manning	1987	67	Blood Band separated from Cardston
1951	32	County Lac Ste Anne	1988-89	66	Blood Band re-joined Cardston County
1952	36	Counties of Newell, Vulcan, Flagstaff; MD of Peace	1990	66	ID# 14, 15, 21 and 23 renamed
1953-54	37	County of Ponoka	1991-92	67	Cardston-Blood Band formed a new ASB in addition to Cardston County
1955	41	County of Stettler; MDs of Willow Creek, Smoky River, Taber	1993	72	Counties of Woodlands (ID #15), Yellowhead (ID #14); MDs of Bighorn , Greenview (ID #16), Fishing Lake Metis , Paddle Prairie Metis , Cardston-Blood Band renamed Blood Tribe, Siksika 1st Nations
1956	43	Counties of Thorhild, Barrhead	1994	72	Counties of Birch Hills (ID #19), Saddle Hills (ID #20), East Peace, MDs of Big Lakes (ID #17), Clear Hills (ID #21), Lesser Slave River (ID #17), and Mackenzie Specialized Municipality (ID #23)
1957	44	MD of Clearwater	1995	69	MD of Northern Lights (ID #22) Paddle Prairie Metis and ID #18 (2) dissolved
1958	46	County of Lethbridge; MD of Provost	1996-97	69	MD of Ranchland Fishing Lake Metis dissolved
1959	50	County of Warner; MD of Spirit River; IDs #20 Spirit River, #14 Evansburg	1998-2002	70	Lakeland County
1960	53	County of Forty Mile; MD of Fairview; ID # 21 Hines Creek	2002	70	Blood Tribe renamed to Kainai Nation, East Peace renamed to Northern Sunrise County
1961	55	MD of Cypress; Special Areas #2 & #3 (combined)	2005	69	Kainai Nation did not qualify
1962-64	56	ID #17 High Prairie	2010	70	Crowsnest Pass
1965	57	ID Peace River (eventually MD East Peace)			

(MD = Municipal District; ID – Improvement District)

Source: 1989. The Association of Alberta Agricultural Fieldmen and Agricultural Service Boards. The First Forty Years. p.18, and Accounting Records of AAFRD from 1973-2002.

AGRICULTURAL SERVICE BOARDS

As early as 1945, the Department of Agriculture began providing grants to municipalities (maximum of \$1,000.00/ASB) on a cost-sharing basis to assist with salaries for the appointed Agricultural Fieldmen and basic program operating grants. Grants available to municipalities rose continuously from 1945 to the 1980's. In 1955, the maximum grant was \$1,800.00; in the 60's it rose to \$3,000.00 and by 1971 had reached \$11,800.00. The Provincial government was able to support the increase in grant allocations during this time as a substantial portion of the funds were recovered through a Federal Program. However, upon dissolution of the Federal-Provincial agreement in 1970, the province maintained the level of funding through an increase in the provincial contribution. In 1973 the total grant allocated to 61 ASBs was just over \$1.42 million. Ten years later in 1983, the total grant allocated had increased by approximately \$1 million to almost \$2.5 million for 66 ASBs. Around this same time the provincial government froze the grants and a few aggressive ASBs had reached just over \$100,000.00. In 1986 the total grant allocated had a fairly substantial increase bringing the total to just over \$4 million. In 1999 the funding finally reached \$5 million to assist 69 ASBs.

Historically, municipalities could access provincial grants only if they were prepared to initiate programs supported by provincial priorities or policy. This is still true for directed program allocations. However, prior to 1999, the basic grant a municipality received was based on historical expenditures and could be used by the municipality in accordance with local priorities. Local priorities must, however be in support of the overall mission of ASBs defined by the province. The minor revisions of 1999 were the conditions that were in place up to and including 2004.

In 2003, ASBs and the AAMD&C submitted resolutions requesting "an increase in the amount of the ASB grant funding." To address the resolutions submitted by ASBs and AAMD&C, and to meet the request by the Standing Policy Committee on Agriculture and Municipal Affairs', a review of the level of funding and the ASB Program was undertaken by the Department of Agriculture. As a result of the review, a 110% increase to the program budget was committed in 2005, bringing the total ASB Program budget to \$10.5 million.

Original ASB Program Guidelines were set up to direct the programs and indicate maximum grants available. The Guidelines were described as restrictive and not uniformly applicable to all boards resulting in inequitable distribution of funds and inconsistency of programs. In response, the Department of Agriculture adjusted the Guidelines to allow boards to design projects to meet the needs of their local ratepayers and allow transfer of funds between programs. This increased flexibility and independence resulted in more innovative programming and the ability of the ASBs to rapidly respond to local issues.

The most recent change to the ASB Grant Program occurred in 2010 when the Grant was reviewed as part of the Government Re-Engineering Initiative on Municipal Grants led by Municipal Affairs. The goal of this initiative was to improve service effectiveness and efficiency, streamline operations, and find cost savings for provincially administered municipal grant programs. Municipal grant programs were consolidated to reduce duplication, increase efficiencies and reduce the administrative burden on local governments in accessing the variety of provincially administered programs while providing a more client-focused application process. The ASB Grant was merged with the Alberta Environmentally Sustainable Agriculture (AESAs) Grant as part of this process. The merger has expanded the focus of the program to include environmental programming as part of the overall grant program. The Grant now has two Funding Streams, a Legislative Funding Stream and Environmental Funding Stream, and ASBs may receive funding from both of these funding streams. The merged ASB Program expected outcomes include:

1. Targeted prevention and control of agricultural diseases, pests, weeds and delivery of soil conservation programs as outlined in the ASB Act.
2. Effective agricultural policies and plans that are implemented and address the needs and issues of the municipality.
3. Enhanced awareness, understanding and implementation of agricultural practices and programs for the responsible stewardship of land, air, water and biodiversity.
4. Strong collaborations with Alberta Agriculture and Forestry (AF), other municipalities, governments, agencies etc. to achieve shared goals.

Municipalities have been given even greater discretion on how to allocate funding to accomplish these outcomes under the merged grant program as the program no longer has a cost share formula to allocate funding based on a list of eligible and ineligible expenses. Municipalities must submit a business plan outlining how they will accomplish their legislated duties under the *ASB Act* and their environmental program outcomes. Funding is allocated according to a funding formula for the Legislative Funding Stream and a merit based process for the Environmental Funding Stream. The Terms and Conditions with additional details for the merged ASB Grant Program are included in the Appendix.

The ASB Grant Program received an additional \$1 million in funding for the Legislative Funding Stream in 2012. This additional funding was equally distributed between the 70 ASBs to assist them with increasing operating costs. The current total of the ASB Grant in 2012 was \$13.26 million for both the Legislative and Environmental Funding Streams.

AGRICULTURAL SERVICE BOARDS: APPENDIX

Table 1.2 compares the support offered through the ASB grant at its inception in 1945, also in 1999 and more recently in 2012.

Table I.2

Funding Comparison of ASB Support between the Years 1945 and 2012.

1945 Funding	1999 Funding	2005 Funding	2011 Funding	2012 Funding
\$14,000 budget	\$5,000,000 budget	\$10,500,000 budget	\$12,260,000 budget	\$13,260,000 budget
60% provincial	21% provincial (average)	60% provincial	No cost share as part of funding formula	No cost share as part of funding formula.
40% municipal	79% municipal (average)	40% municipal		
Maximum of \$1,000 to each board for basic operating grant	Minimum of \$44,000 to each ASB for basic operating grant	Minimum of \$60,000 to each ASB for basic operating (requires justification).	\$10,500,000 Legislative Funding Stream \$1,760,000 Environmenta l Funding Stream	\$11,500,000 Legislative Funding Stream \$1,760,000 Environmenta l Funding Stream

For further reading on the history of the ASBs and the Association of Alberta Agricultural Fieldmen, refer to "The Association of Alberta Agricultural Fieldmen and Agricultural Service Boards - The First Forty Years" published in 1987 or The Association of Alberta Agricultural Fieldmen and Agricultural Service Boards "Life After Forty" published in 2009.

ASB Grant Program 2014 -2016 Terms and Conditions

Terms and Conditions Agricultural Service Board Grant Program for 2014 - 2016

Purpose

The purpose of the Agricultural Service Board (ASB) Grant Program is to support Agricultural Service Boards (ASBs) with the administration of legislative requirements under the *Agricultural Service Board Act (ASB Act)* and in the development and delivery of environmental extension programming.

The expected Program outcomes include:

1. Targeted prevention and control of agricultural diseases, pests, weeds and delivery of soil conservation programs.
2. Development of effective agricultural policies and plans that are implemented and address the needs and issues of the municipality related to agricultural practices.
3. Increased awareness, understanding and implementation of environmental agricultural practices and programs with an emphasis on mitigating agriculture's impact on watershed health.
4. Development of strong collaborations with Alberta Agriculture and Rural Development (ARD), other municipalities, governments, agencies etc. to achieve outcomes listed in 1 through 3.

The Program is available to eligible Municipalities within Alberta that carry out Legislative Activities and Environmental Activities approved by the Minister.

There are two parts to the Program – Part one is to support ASB activities to deliver on applicable legislation (Legislative Funding Stream). Part two is to support environmental activities of the Program (Environmental Funding Stream) on a merit based allocation with minimum basis. Merit based allocation with a minimum means:

- a) Applicants that apply for Environmental Funding Stream Basic and includes a project to support environmental stewardship may receive \$15,000.
- b) Applicants may apply for Environmental Funding Stream Enhanced in an amount exceeding \$15,000 and may be awarded funds based on a merit based allocation process. Applications must include a project that supports environmental stewardship with an emphasis on mitigating agriculture's impact on watershed health.

There is limited funding for both streams of the Program.

If an Application is approved by the Minister, the Applicant must enter into a grant agreement with the Minister to be eligible to be allocated funding under the Program. The grant agreement will contain the terms and conditions governing the grant under the Program.

AGRICULTURAL SERVICE BOARDS: APPENDIX

1. **Definitions:** In this document and in the Grant Program Application Form, the following terms have the following meanings:
 - 1.1. **Act:** means the *Agricultural Service Board Act*.
 - 1.2. **Activities** means the Legislative Activities and if applicable the Environmental Activities;
 - 1.3. **Agricultural Fieldman:** means a person appointed pursuant to the *ASB Act* to implement agricultural policies and programs and to manage the agricultural resources of the Municipality.
 - 1.4. **Applicant:** means municipality who submits an Application and meets the eligibility criteria in section 2.1, Eligibility.
 - 1.5. **Application:** means the Program Application Form and all documents required to be submitted pursuant to that form and the Program Terms and Conditions.
 - 1.6. **ARD:** means Alberta Agriculture and Rural Development.
 - 1.7. **ASB Strategic Business Plan:** means a comprehensive document that clearly outlines an Applicant's overall direction, purpose, goals, strategies and activities to help guide the Applicant's ASB and the decisions it makes.
 - 1.8. **ASB:** means an Agricultural Service Board constituted under the *ASB Act*.
 - 1.9. **ASB 2011-2013 Program** means the Agricultural Service Board Grant Program for 2011-2013.
 - 1.10. **Calendar year:** means January 1st to December 31st.
 - 1.11. **Committee:** means the joint producer/government group assembled by ARD to review, evaluate and rank Applications for Environmental Funding Stream Enhanced funding in accordance with a Merit Based Evaluation Process.
 - 1.12. **Eligible Capital Expenses:** means the capital expenses listed in section 2.5.1 that may be incurred by an Applicant for Activities that are eligible under this Program.
 - 1.13. **Eligible Expenses:** means Eligible Capital Expenses and Eligible Non-Capital Expenses.
 - 1.14. **Eligible Non-Capital Expenses:** means the non-capital expenses listed in s.2.5.1 that may be incurred by an Applicant for a Project under this Program.
 - 1.15. **Environmental Activities** means the activities identified in sections 2.3.2 or 2.3.3 to be completed by the Applicant as described in the Program Application Form, Schedule A, Part B and C, submitted by the Applicant and approved by the Minister;
 - 1.16. **Legislative Activities** means the activities identified in section 2.3.1 to be completed by the Applicant as described in the Program Application Form, Schedule A, Part A, submitted by the Applicant and approved by the Minister;
 - 1.17. **Merit Based Evaluation Process:** a formal evaluation process where Applications for the Environmental Funding Streams are ranked based on the set of criteria outlined in Schedule A of the Program Application Form.
 - 1.18. **Minister:** means the Minister of ARD and includes his authorized representative(s).

AGRICULTURAL SERVICE BOARDS: APPENDIX

- 1.19. **Municipality:** means a municipality as defined by the *Agricultural Service Board Act*.
- 1.20. **Program:** means the Agricultural Service Board Grant Program for 2014-2016.
- 1.21. **Program Application Form:** means the application form for the Program.
- 1.22. **Program Terms and Conditions:** means the terms and conditions for the Program set out in this document, as may be amended;
- 1.23. **Project:** means one or more of the activities identified in section 2.3 to be completed by the Applicant as described in the Application submitted by the Applicant and approved by the Minister.
- 1.24. **Provincial Crown:** means Her Majesty the Queen in Right of Alberta
- 1.25. **Term:** means the time period for the program, being April 1, 2014 to March 31, 2016.

2. Eligibility

2.1. Eligible Applicants

- (a) To apply to the Program, an Applicant must have
 - 1.1.a.1. formed an ASB pursuant to the Act,
 - 1.1.a.2. is a Municipality
 - 1.1.a.3. appointed an Agricultural Fieldman pursuant to the ASB Act.
- (b) To receive payment under the Program the Applicant must maintain its eligibility for funding under the Program, be in compliance with the Grant Agreement and with the Program Terms and Conditions.

2.2. Ineligible Applicants

The following legal entities are not eligible to apply to the Program:

- (a) Any legal entity deemed ineligible by the Minister

2.3. Eligible Activities:(Must be approved by the Minister)

- 2.3.1. Projects under the Legislative Funding Stream shall include some or all of the following activities:
 - (a) activities under the *Weed Control Act, Agricultural Pests Act, Soil Conservation Act, Animal Health Act*;
 - (b) other activities as requested by the Minister.
- 2.3.2. Projects under the Environmental Funding Stream Basic shall include some or all of the following activities:
 - (a) education and extension activities that facilitate the adoption of environmentally responsible practices for crop and livestock production and address environmentally responsible agriculture practices
- 2.3.3. Projects under the Environmental Funding Stream Enhanced
 - (a) shall include education and extension activities that facilitate the increased awareness, understanding and implementation of

AGRICULTURAL SERVICE BOARDS: APPENDIX

environmental agricultural practices and programs related to mitigating agriculture's impact on watershed health; and

- (b) May include education and extension activities that facilitate the adoption of environmentally responsible practices for crop and livestock production and address environmentally responsible agriculture practices.

2.3.4. In completing a Project under the Program, the Applicant must:

- (a) Comply with all applicable laws and regulations; and
- (b) Obtain all required governmental approvals prior to commencing the Activities including those related to public health and safety, labour codes and standards and environmental protection.

2.4. Ineligible Activities

2.4.1. Activities ineligible for funding under any of the Program funding streams include:

- (a) non-agriculture related education and extension activities; and
- (b) any other activity deemed to be ineligible by the Minister.

2.5. Eligible Expenses

2.5.1. Eligible Non-Capital Expenses, as approved by the Minister and stated in the grant agreement, may include:

- (a) manpower - salary, wages, benefits and professional development of ASB staff;
- (b) operating expenses for vehicles and equipment;
- (c) materials and supplies;
- (d) office operations;
- (e) contracted services; and
- (f) extension and education related activities.

2.5.2. Eligible Capital Expenses, as approved by the Minister and stated in the grant agreement, may include:

- (a) costs for the purchase or lease of capital items \$5000.00 or less;

2.6. Ineligible Expenses

2.6.1. Expenses not eligible for funding under Program include:

- (a) costs for the purchase or lease of capital items over \$5000.00;
- (b) Goods and Services Tax (GST);
- (c) expenses incurred by the Applicant outside of the Term that are not otherwise authorized by the Minister, as determined by the Minister; and
- (d) any other expense deemed by the Minister not to be an eligible expense.

3. Applications

- 3.1. There is limited funding in the Program.
- 3.2. Program Application Forms must be received by ARD or postmarked on or before October 1, 2013 to apply for both the Environmental Funding Stream and the Legislative Funding Stream of the Program. **Municipalities submitting Program Application Forms after October 1, 2013 may not be eligible for Environmental Funding Stream under the Program.**
- 3.3. Applications submitted must have the Program Application form fully completed, as applicable, and must be signed by an authorized representative of the Applicant. The Minister may require evidence of authorization.
 - (a) Legislative Funding Stream Applications must have Schedule A, Part A of the Program Application Form must be completed.
 - (b) Legislative Funding Stream and Environmental Funding Stream Basic Applications must have Schedule A, Part A and Part B of the Program Application Form completed.
 - (c) Legislative Funding Stream and Environmental Funding Stream Enhanced Applications must have Schedule A, Part A, Part B and Part C of the Program Application Form completed.
- 3.4. Applications must be delivered to:
 - ASB Program Coordinator
 - Agriculture and Rural Development
 - #200, 7000-113 St
 - Edmonton, AB, T6H 5T6
- 3.5. Applications for the Environmental Funding Stream will be reviewed and are subject to the Merit Based Evaluation Process completed by the Committee. Applications for the Environmental Funding Stream will be evaluated using the set of criteria outlined in Schedule A of the Program Application Form. Based on available funding, the highest ranked proposals will be recommended to the Minister for approval.
- 3.6. The Minister may reject any Application that is inaccurate or incomplete at the sole discretion of the Minister.
- 3.7. An Application will not be considered complete unless the Statement of Certification of the Applicant on the Program Application Form is signed.
- 3.8. Submission of an Application does not entitle the Applicant to grant funding under the Program.
- 3.9. If an Applicant's Application is approved by the Minister, the Applicant must enter into a grant agreement with the Minister to be eligible to receive funding under the Program. This grant agreement will contain the terms and conditions governing the grant under the Program.
- 3.10. The Minister may, in his sole discretion, reject any Application that is ineligible, inaccurate or incomplete.

4. Funding Level

- 4.1 The Program grants for the Legislative Activities funding stream for each of the 2014, 2015 and 2016 years, subject to proof of continued eligibility, shall not to exceed the payment amount received by the Applicant in 2013 under the ASB 2011-2013 Program.
- 4.2 The Program grants for the Environmental Activities funding stream, subject to proof of continued eligibility, is based on an amount approved by the Minister pursuant to the Merit Based Evaluation Process with Application review and recommendations made by the Committee. Applications for the Environmental Funding Stream will be evaluated using the set of criteria outlined in Schedule A of the Program Application Form. Based on available funding, the highest ranked proposals will be recommended to the Minister for approval.
- 4.3 Eligible Capital Expenses are limited to \$5000 in support of Legislative Activities and, if applicable, up to a maximum of \$5000 in support of Environmental Activities for each year of the Program.
- 4.4 There are limited funds to support both Legislative Activities and Environmental Activities of the Program.
- 4.5 In the event that provincial funding levels are changed, to the extent that the money available to the Minister to make a grant under the Program is reduced or eliminated, the Minister may, in his sole discretion, cancel or reduce the amount of any grant made under the Program or cancel the Program.

5. Payments

- 5.1. Successful Applicants will be required to enter into a three year term grant agreement with the Provincial Crown prior to any payment being made to the Applicant.
- 5.2. Subject to the terms and conditions of the grant agreements, and subject each year to Ministerial approval and to the availability of funds for the Program, the Minister expects to pay the grant funding as follows:
 - 5.2.1. Payment for the 2014 Calendar year following execution of the Grant Agreement and following receipt, after May 1, 2014 to the satisfaction of the Minister of,
 - i. a statement of the Applicant's ASB income and expenditures for the 2013 year certified by a financial officer of the Applicant;
 - ii. an annual report highlighting results of ASB Strategic Business Plan activities along with program accomplishments for the 2013 year; and
 - iii. confirmation that the Applicant has filed its 2013 annual financial information return including audited annual financial statements and auditor's report to Municipal Affairs as per Section 278 of the *Municipal Government Act*.
 - 5.2.2. Payment for the 2015 Calendar year following receipt, after May 1, 2015, to the satisfaction of the Minister of:
 - i. a statement of the Applicant's ASB income and expenditures for the 2014 year certified by a financial officer of the Applicant;

- ii. an annual report highlighting results of ASB Strategic Business Plan activities along with program accomplishments for the 2014 year; and
 - iii. confirmation that the Municipality has filed its 2014 annual financial information return including audited annual financial statements and auditor's report to Municipal Affairs as per Section 278 of the *Municipal Government Act*.
- 5.2.3. Payment for the 2016 Calendar year following receipt, after May 1, 2016, to the satisfaction of the Minister of:
- i. a statement of the Applicant's ASB income and expenditures for the 2015 year certified by a financial officer of the Applicant;
 - ii. an annual report highlighting results of ASB Strategic Business Plan activities along with program accomplishments for the 2015 year; and
 - iii. confirmation that the Municipality has filed its 2015 annual financial information return including audited annual financial statements and auditor's report to Municipal Affairs as per Section 278 of the *Municipal Government Act*.
- 5.3. Applicants cannot assign or defer any payment under this Program.

6. Reporting Requirements

- 6.1. Applicants entering into a grant agreement under the Program will be required to provide the Minister with status reporting, to the Minister's satisfaction and on dates specified by the Minister, detailing:
- (a) the items listed in Section 5.2.1, 5.2.2 and 5.2.3;
 - (b) prompt notice of any material events, developments or circumstances arising in relation to the approved activities;
 - (c) the status of the grant proceeds, including all expenditures of the grant proceeds and the amount of grant proceeds currently held by the Applicant;
 - (d) any other grants from any level of government in respect of the approved Activities; and
 - (e) any other information requested by the Minister.
- 6.2. Unless otherwise specified by the Minister, the Applicant shall provide the Minister with a final report, to the Minister's satisfaction and on a date specified by the Minister, after Activities completion date or the termination of the Grant Agreement, whichever occurs first detailing:
- (a) A list of Activities completed by the Applicant in relation to the Program;
 - (b) A financial report detailing all expenditures of the Project in relation to the activities listed in the Application, the expenditures attributed to the Grant, and the expenditures attributed to other funding sources for the Program, including the Applicant's cash contribution; and

(c) Any other information requested by the Minister.

6.3. The Minister may request the Applicant to submit additional reports during the Term which the Applicant shall submit, to the Minister's satisfaction on the dates specified by the Minister.

7. Ministerial Discretion

7.1. The Minister has the absolute discretion to determine any payments due under this Program. The decision of the Minister is final.

8. Verification

8.1 The Applicant agrees to provide such information and records as the Minister may require to verify the Applicant's eligibility for payment from the Program.

8.2 The Applicant consents to the Minister releasing any information contained in the Application or related to it and obtained by the Minister in the course of verifying the Application, to any other government department, agency or other body for the purposes of verifying this Application, determining the Applicant's eligibility for this Program, or both. The Applicant expressly authorizes the Minister to obtain information from any government department agency or other body to verify the contents of this Application and to determine the Applicant's eligibility for this Program.

8.3 The Applicant agrees to make available to the Minister all records, books of account, and income tax returns necessary to audit their Application under this Program. If the Applicant fails to provide records within a reasonable time on reasonable notice, as determined by the Minister, the Applicant may be required to refund any payments received under the Program, as well as forfeit any future payment for the Program.

9. Program Changes

9.1. The Minister may change the Program, or revise the Program Terms and Conditions, without notice from time to time or may terminate the Program without notice.

Municipalities are deemed to have notice of changes to the application process or to the Program Terms and Conditions once any such changes are posted on the ARD website (www.agriculture.alberta.ca/asb).

10. False or Misleading Information

10.1. An Applicant who provides false or misleading information in connection with any Application under the Program foregoes all rights to benefit from the Program.

11. Collection of Information

11.1. The Applicant acknowledges that the information provided to the Minister regarding the Applicant's Application is subject to both the access and privacy provisions of the Freedom of Information and Protection of Privacy Act (Alberta).

12. Refunds

12.1 The Applicant shall immediately refund to the Provincial Crown any payment received under the Program not in accordance with the Program Terms and Conditions and the grant agreement upon notice being provided to the Applicant by the Minister. Failure to make repayment as required by the Minister creates a debt owing to the Provincial Crown that can be set off against any money the Provincial Crown owes to the Applicant.

13. Debts to Provincial Crown or Federal Crown

13.1 The Minister has the right to deduct from the Applicant's entitlement any amount due and owing to the Provincial Crown or Federal Crown.

14. Representations and Warranties

14.1 The Applicant represents and warrants

- (a) that the person signing is duly authorized to make this Application, bind the Applicant to the Program Terms and Conditions.
- (b) that no Application has been made for the same Activity by any other person, including without limitation, a Participating Municipality.
- (c) The Applicant is in compliance with the *ASB Act*, the *Weed Control Act*, the *Agricultural Pests Act*, the *Soil Conservation Act* and the *Animal Health Act*.

15. Grant Regulation

15.1 Payments under this Program are grants subject to the Agriculture and Rural Development Grant Regulation. The Applicant acknowledges that, in addition to complying with these Program Terms and Conditions, the Applicant must comply with the Agriculture and Rural Development Grant Regulation.

16. Ministerial discretion

16.1 The Minister has the absolute discretion to determine the eligibility of any Applicant under this Program. The decision of the Minister is final.